

Figure 1

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1 - Select the object type and event(s) to act as the triggering mechanism(s) for this rule.  
Example: When a *file* is *imported*...

2 - Select the action to be performed when the rule is triggered.

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Type	Event(s)	Action To Perform
file	Create	Send a Notification
url	Delete	Request an Approval
note	View	Execute an Action
	Import	Send a Questionnaire
	Export	Build a Condition
	Rename	
	Edit	

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restart next cancel

Figure 2

3 - Select the object *property* for comparison.

4 - Select the type of *comparison* that you would like to perform.

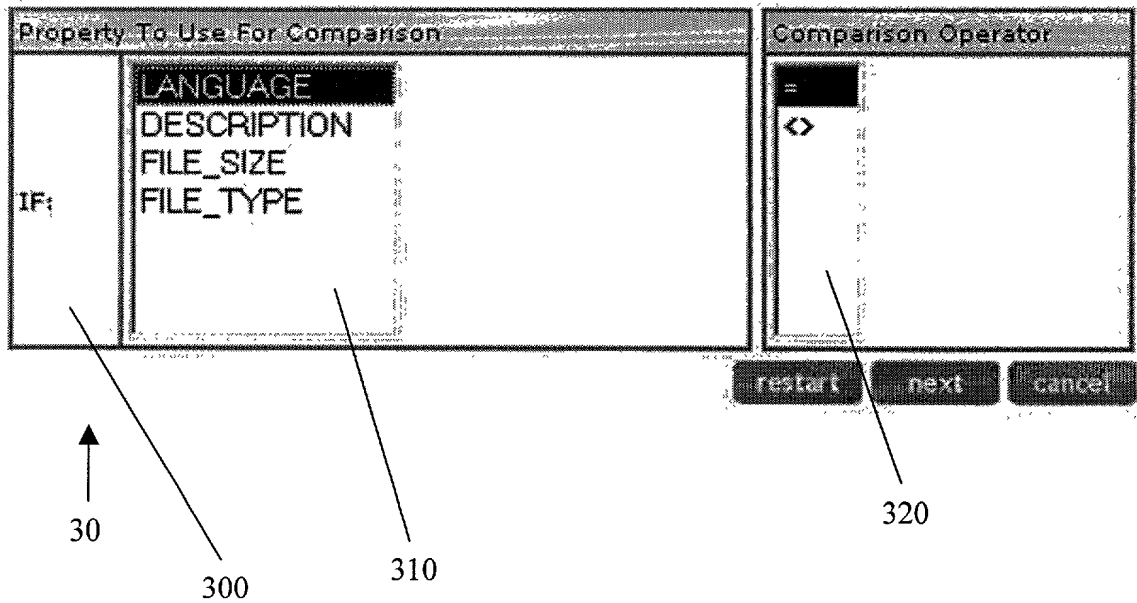


Figure 3

5 - Select the *value(s)* for the FILE.LANGUAGE comparison.

5 - Select the next action that you would like to perform for this rule.

Object	Property	Operator	Select Value(s)	Next Action To Perform:
FILE	LANGUAGE	=	English French Spanish	Send a Notification Request an Approval Execute an Action Send a Questionnaire Add (AND) Condition Add (OR) Condition

restart next cancel

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Figure 4

9 - Select the *recipient(s)* to be notified. Recipients listed are based on existing Access Rights to the current folder. You may modify access rights or email templates below.

10 - Select the next action to be performed by this rule.

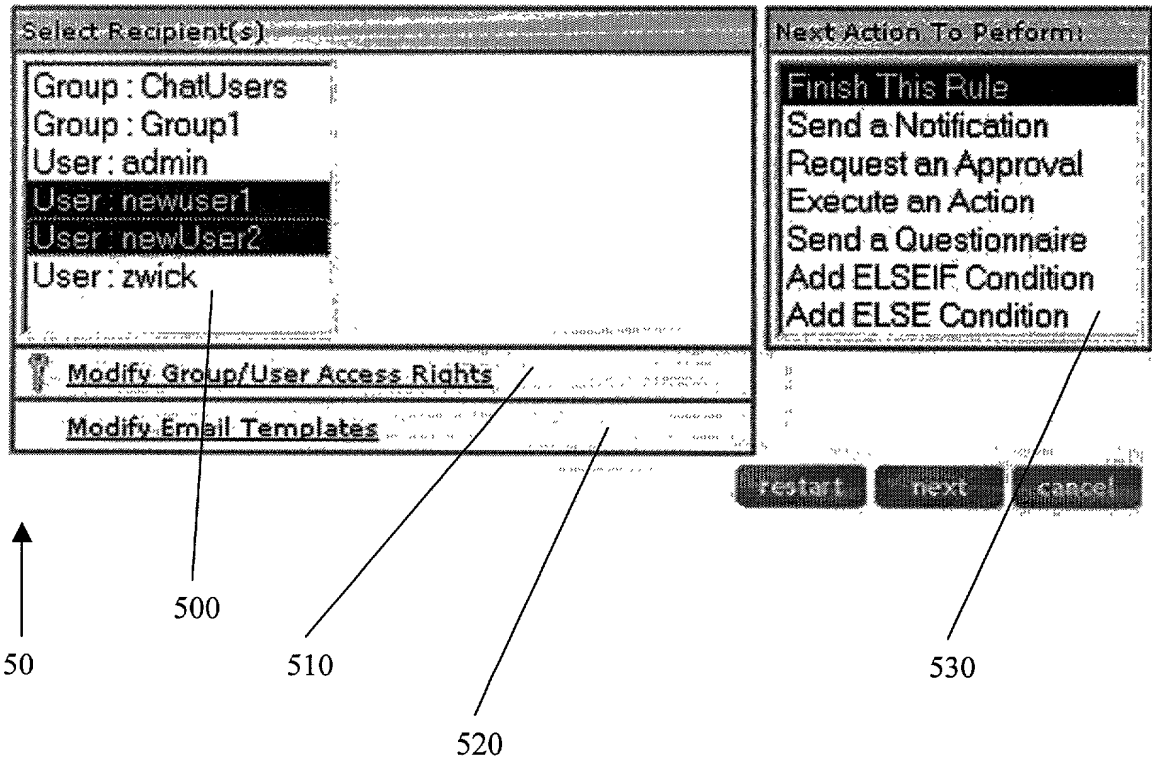


Figure 5

- 5 - Enter a name for this rule that is descriptive enough to explain what the rule does. The name you provide will appear in the tree on your left.

Enter a Name for this Rule

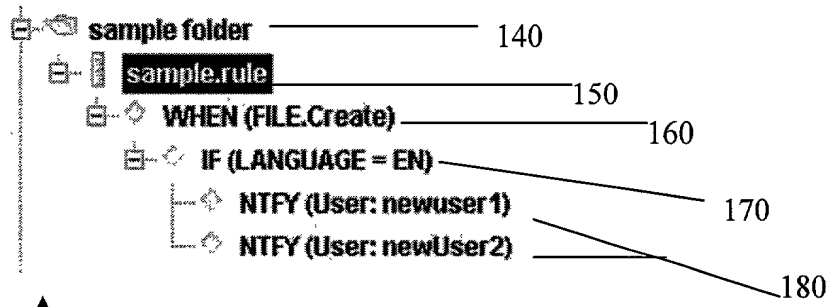
Description: (255 Chars. Max)

Keywords: (comma delimited)

restart finish cancel

← 60

Figure 6



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Figure 7

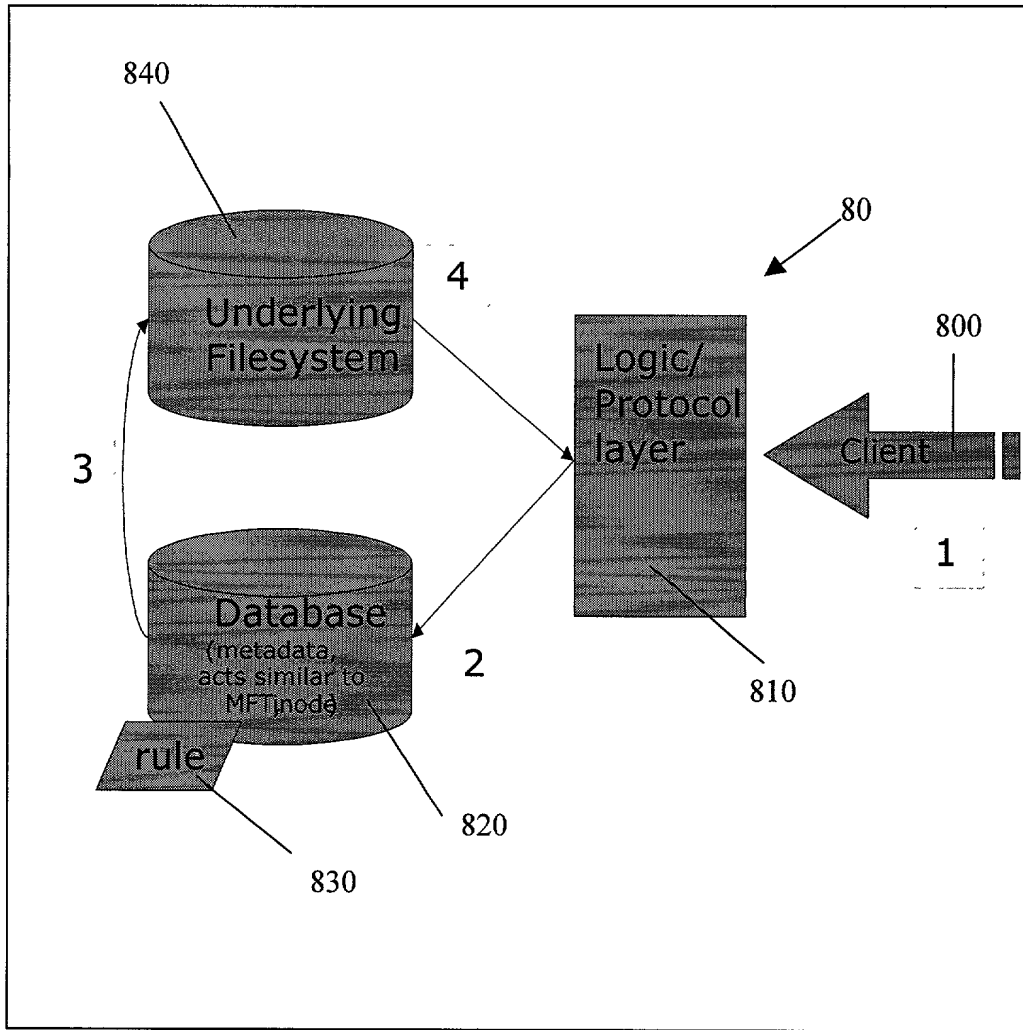


Figure 8